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ODP 81-991

29 JUL 1981

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Proposed Delay in Selection of Agency Standard
Word Processor ☐

REFERENCE: Your memo to IMS/DO dtd 24 July, subject: Sole-
Source Procurement of Automation Equipment for
Project CRAFT ☐

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1. The Office of Data Processing does not concur in reference proposal to delay the selection and acquisition of an Agency standard word processor or family of word processors. It is, in our view, extremely important to achieve a standard for use in the Headquarters area, and with each passing month our opportunities to make such a standard meaningful diminish as more and more offices are equipped with a variety of devices selected to meet specific needs. Weaning satisfied users away from familiar equipment and convincing them to adopt the new standard unit instead will be difficult at best, and we are anxious to keep the number of such conversions to a minimum. Pent-up demand for word processing equipment is so high that we can be certain of a steady stream of non-standard devices coming in to CIA during the seven months of waiting which would be imposed by the course of action proposed in reference. In addition, we hope to obtain favorable pricing on the standard equipment, and it behooves us to reduce both the number and the length of leases entered into at list prices, without benefit of competitive pricing. ☐

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2. We know enough right now to include CRAFT requirements in our RFP for word processors, and we have offered to revise the RFP accordingly. Such a step would mean a delay in getting test units out to field stations, however, and IMS has made it clear that such delay is unacceptable. To defer definition of our word processing equipment until we have the results of the field tests of ☐ equipment would delay selection of a standard until 1983. Such a delay, from ODP's point of view, is just as unacceptable. ☐

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3. If procurement of a common word processor for Headquarters and field use is vital, perhaps we should once again consider the sole source procurement of [] equipment. We know it possesses most if not all of the desired characteristics and it has already been selected, through competitive procurement, by the [] It is also used by a number of S&T contractors, and there are plans to install [] equipment in the new [] building so OD&E can communicate with remote government and contractor installations already using []. A sole source procurement may have much to commend it, and politically it should be defensible as an effort to achieve commonality with the []

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4. Barring a decision in favor of sole source procurement of [] equipment and absent an agreement by the DDO to add its CRAFT requirements to the RFP currently being developed, ODP sees no practical way to achieve the complete commonality proposed in the reference. A standard, selected as soon as possible, covering the general word processing requirements of all Agency components in the Headquarters area including the DDO, would not be an insignificant achievement. ODP, which is already encountering considerable evidence of unease about possible dislocations brought about by exchanges of equipment, would strongly prefer to adhere to the established timetable and gain the benefits of earliest possible deployment of a Headquarters-area standard word processor. []

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/s/ Bruce T. Johnson

Bruce T. Johnson

cc: C/IMS/DDO

O/D/ODP/BJohnson:caj/29 July 1981

Distribution:

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24 JUL 1981

ODP # 31-979

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MEMORANDUM FOR: Chief, Information Management Staff, DO

VIA: Deputy Director for Administration

FROM: James H. McDonald
Director of LogisticsSUBJECT: Sole-Source Procurement of Automation
Equipment for Project CRAFT []REFERENCE: Memo for D/L fm C/IMS, dtd 2 Jul 81,
Same Subject (DO/IMS [] OL 1-2780)

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Bill:

1. I have reviewed the referent memo and concur in proceeding with the sole-source procurement of [] terminals to be installed in Directorate of Operations (DO) overseas field stations. Such concurrence is limited to test bed installation in eight stations, as set forth in paragraph 2e of referent memo, and does not establish a precedent for subsequent procurements for the CRAFT System. I view this award for eight systems as an interim milestone in the CRAFT Program which permits DO and the Office of Communications (OC) to gain working knowledge in an overseas environment as quickly as possible. The acceptance of the referent memo as the sole-source justification does not negate the necessity of your office also providing the system study required for compliance with the GSA Delegation of Procurement Authority (DPA). I would hope that this could be completed before the interim procurement is initiated in FY-82, in line with the course of action proposed below. []

2. While recognizing the operational need to proceed with the eight interim systems, I believe we have time to develop a coherent procurement plan for not only the subsequent CRAFT System but also the Agency's family of standard word processors. I would like to propose the following rationale for your consideration. It would also require the concurrence of the Deputy Director for Administration (DDA) and the Director, Office of Data Processing (D/ODP), which I hope would be forthcoming:

a. Procure the eight [] systems as interim field operational test bed installations.

b. The Information Management Staff (IMS) would complete the definitive study of CRAFT requirements by 31 January 1982.

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OL 1-2780a

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SUBJECT: Sole-Source Procurement of Automation
Equipment for Project CRAFT

c. ODP would also complete the definitive study of Agency requirements for a family of standard word processors by 31 January 1982.

d. OL would circulate a draft RFP on or about 1 October 1981 to Industry for comments. The draft RFP would encompass the ODP and IMS word processor requirements as now known.

e. A definitive RFP would be issued 31 March 1982. This solicitation would take into account Industry comments on the draft RFP as well as the inputs from the final definitive studies in "b" and "c" above.

f. Contract award would be made 1 August 1982.

g. Delivery of initial units would be required by 1 October 1982.

3. The above plan entails the commitment of IMS to employ the standard word processor and ODP's agreement to encompass overseas requirements in the RFP. Also, ODP's agreement to slip the currently planned acquisition process for 6 months would be required. I believe the benefits to be derived from a common or standard system would be substantial, in terms of the cost of logistical support, training, and technical problems inherent in multiple vendor systems.

4. If, in your opinion, the above proposal has merit, I suggest that we meet again with the DDA and D/ODP.

James H. McDonald

cc: DDA (2)
D/ODP

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2 JUL 1981

MEMORANDUM FOR: Director of Logistics, DDA

FROM: [REDACTED]

Chief, Information Management Staff, DDO

SUBJECT: Sole-Source Procurement of Automation
Equipment for Project CRAFT [REDACTED]REFERENCE: Memorandum for DDA from Chief, IMS (DO/IMS [REDACTED]),
dated 5 May 1981, Subject: DDO Field Operational/
Information Security Program [REDACTED]

1. Referenced memorandum (Attachment 1) provided a detailed scenario on the CRAFT program, its objectives and requirements. It further provided information on the technical capabilities of hardware and software systems currently available, or soon to be announced, and the estimated availability of the systems. The memorandum concluded that [REDACTED] was the only company that could meet the CRAFT requirements in the needed time frame. [REDACTED]

2. Our considerations in selecting [REDACTED] as the most suitable supplier of office automation systems for CRAFT are based on timely system delivery, technical responsiveness, security considerations, and proven performance of the vendor in providing and supporting dependable equipment. The following paragraphs address each of these criteria and provide further amplification as to why [REDACTED] is clearly the leader in each area and is therefore the obvious choice for the CRAFT program. [REDACTED]

a. Timely System Delivery

In the implementation of the CRAFT program, time is of the essence. As stated in the referenced memorandum, the primary CRAFT program objective is to improve the security of field record holdings in the most expeditious manner. The potential for loss and compromise of those holdings, given the threat of station overruns, is real; if we could, we would deploy CRAFT today. This urgency demands that commercially available equipment be selected for CRAFT to avoid long development lead times. This Agency has suffered over the years on acquisition programs that, because of their uniqueness, have caused us to solicit bids for equipment that existed only on paper. This has led to situations where the bidder could not deliver as promised, causing development/

production delays, cost overruns and all of the various pitfalls that go with a development effort rather than the acquisition of a proven production item. [] ?

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Other considerations that necessitate early availability of hardware/software systems are the DO's need to place CRAFT in the field in order to validate design concepts in an operational environment, to evaluate user reaction and acceptance of the system, and to gain experience in systems installation and ongoing support. Further, the Office of Communications, which will have the responsibility for maintenance of the CRAFT equipment in the field, likewise needs experience with deployed systems to assist in defining the scope of manpower and other resource requirements for supporting CRAFT in the areas of hardware installation, maintenance, spare parts inventories, repair and return procedures, and maintenance training. Another factor bearing on the urgency to afford the Office of Communications the opportunity to gain the above noted experience is that it must ascertain the impact of CRAFT support requirements so that these requirements can be effectively integrated into its Recapitalization Program planning. []

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The IMS market survey of all major data and word processing suppliers has revealed that [] can provide the earliest delivery of systems that will satisfy CRAFT needs. The [] systems under consideration are standard product lines which are being customized to meet the NACSEM 5100 requirements. Delivery of this equipment is expected in February 1982. In contrast, the other vendors who have similar systems will not be able to deliver until much later. [] for example, anticipates CY-83 delivery at the earliest, while [] have advised that their TEMPEST systems are 2 to 3 years away. []

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b. Technical Responsiveness

In addressing the question of the selection of appropriate equipment for Project CRAFT and the options for procurement, IMS has expended considerable effort in defining the technical requirements involved and in conducting market surveys to determine the viable options available. Our review of current off-the-shelf systems, as well as others which will be available within 6 to 8 months, leads to the conclusion that only [] can meet CRAFT needs. [] is the only supplier which has demonstrated that it has a full text document indexing and retrieval software system needed to meet CRAFT requirements. [] is the only supplier which offers fully removable magnetic storage media of adequate capacity to satisfy CRAFT needs. (This is a requirement mandated by the Office of Security.) [] is the only company which has announced a magnetic tape system (required for data backup) for its office automation equipment. Finally, []

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is the only company which has demonstrated a functional data management system to support CRAFT applications. ☐

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c. Security Considerations



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e. Other Considerations

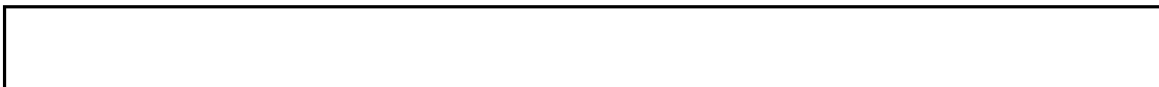
The procurement addressed by this memorandum is for hardware and software needed for the implementation of eight DO overseas field stations. These eight stations will serve as CRAFT testbeds to provide the DO and the Office of Communications the needed experience outlined above. ☐

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3. In summary, the sole-source acquisition of [] systems is fully justified. [] is the only company that can meet the delivery and technical criteria needed for the CRAFT program.

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There is a potential for cost savings through standardization. [] has demonstrated that it produces reliable hardware and has a support structure which provides necessary services in a responsive manner. []

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4. It is requested that action be taken to establish a contractual arrangement with [] for procurement of the required hardware and systems. []

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Attachments:

1. []
2. []
3. SG/ADB/FAS-80/30

DP/A FOR SECRET
5-09-81

DD/ISS

5 MAY 1981

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MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Acting Deputy Director for Operations

Comptroller

FROM: [REDACTED]
Chief, Information Management Staff

SUBJECT: DDO Field Operational/Information Security
Program [REDACTED]

1. For the past several years the Directorate of Operations has been actively working on a program to improve information security at the DO field facilities. Included in this program have been actions to reduce information holdings in the field, convert paper indices and regulations to microfiche, install better destruction capabilities, and improve information handling procedures. All of these measures have been effective in enhancing information security in the field and in forming the foundation for the capstone of the program - the automated "paperless office". The (almost) paperless office will permit the establishment of rigorous controls over information flow. It will improve protection against the loss of classified information to hostile forces in crisis situations, because electronic files can be more rapidly destroyed in an emergency. In addition to enhancing information security, the almost paperless office will result in increased efficiency and effectiveness at DO field facilities. The labor intensive functions of document preparation, handling, reproduction, filing, and distribution will be electronically supported and thus easier to perform and less time consuming. Similarly, the retrieval of information will be faster and the presentation of information will be in a form tailored to specific field station needs. [REDACTED]

2. We have been pursuing this program, called CRAFT, since 1977. Requirement definition studies have been conducted; installation, maintenance, and operations planning have been initiated; development and implementation of four testbed systems (3 in the U.S. and 1 overseas) have been accomplished; [REDACTED]

[REDACTED] and hardware and software systems have been evaluated and analyzed in order to stay abreast of technological advancements. (CRAFT will use off-the-shelf equipment to avoid long, resource-consuming and expensive R&D efforts.) [REDACTED]

3. Our requirements definition studies and experience with the testbed systems have resulted in the identification of functional requirements in five categories.

A. Full Text Document Electronic Storage and Retrieval

To provide better information control and facilitate the rapid destruction of field information holdings in the paperless office environment, a capability must be provided to support the electronic storage, retrieval, and display of incoming and outgoing documents. The document storage process must provide for initial document review; entry of intra-Station routing information, action indicators and general comments; generation of indexing information; and the filing of the document into one or more files. The filing system must support multiple files which are logically and physically separate. For files that are separated only logically, the system will store only a single copy of the document, but the document must appear to the user to be contained in each uniquely named file to which the document is indexed. Automatic and user-initiated document purge by file and by system must be provided. Document purge will also include appropriate document-index updates. The document retrieval process must facilitate retrieval by document number, addressee, subject, date, and/or substance (key word, key phrase, etc.). Further, a scrolling capability must be provided for file browsing.

B. Electronic Mail Distribution

The system must provide the capability for the electronic routing of documents to and from the central storage facility under the control of the master terminal. The system must also support distribution of documents to multiple addresses and include a broadcast capability. For security reasons distribution must be on an end-user demand basis. Workstation-to-workstation communication (via the central storage facility) must also be provided.

C. Word Processing

This capability is needed to provide a mechanism for source data automation of the documents prepared at the field facility. The specific features that must be supported are:

- (1) Page - Forward or backward movement through a file of text, one screen at a time.

- (2) Scroll - Forward or backward movement through a file of text, one line at a time.
- (3) Insert - Inserting text in an existing line; preexisting text will be separated in the designated position to make room.
- (4) Change - Overtyping existing text with new characters.
- (5) Delete - Eliminating characters, words, lines.
- (6) Move - Relocate or copy a defined block of text from one location to another within the file.
- (7) Line-Number - The ability to number lines.
- (8) Print or Display Formatting - A file or a full screen of text may be displayed or printed. Formatting for files will consist of defining editor formats (e.g., lines-per-page, double-space, margin sizes, right-justification, etc.), if desired.

D. Data Processing

Since all current field paper systems cannot be adequately supported by a text processing capability, data processing is required to handle field index systems (biographic, code-word, hostile installation, surveillance vehicles, covert communications, etc.), administrative systems (finance, logistics, personnel, etc.), and special periodic reporting requirements on operational activities.

E. Communications Interface

To close the loop on the paperless office, a mechanism is required that will facilitate the processing of incoming and outgoing message traffic in electronic form between the Station communications center and the information handling system. This interface must of necessity be either electrical or media (floppy disks, paper tape, etc.) in nature.



4. To comply with existing Agency policy as well as to meet program objectives and field station requirements, the selected system must have the following characteristics and features. (A summary of system requirements is provided at Annex A.)

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CIA Field Automation Requirements

I. GENERAL

All configurations used in support of the Agency's overseas automation project must

1. employ standard, single line hardware components and application software systems;
2. be modular;
3. be user friendly with menus and prompts to assist the non-ADP professional field officer in the use of the system;
4. be compatible with Headquarters based computer systems to facilitate interaction and data exchange between the field and Headquarters;
5. employ a work station that will function with either the field or Headquarters configurations.

II. FUNCTIONAL SUPPORT REQUIREMENTS

A. Word Processing

1. Text edit functions to include insert, delete, move, copy, justify (by keystroke) characters, words, lines, paragraphs, and sections.
2. Input, edit, and output by document (not page), including pagination without user entered form feeds.
3. Search for and change character strings throughout a document or file of documents.
4. Pre-defined formatted screens for input.
5. Programmable function keys to allow short keystroke use of common text and functions.

B. Document Storage and Retrieval

1. Logical storage of documents in one or more files.
2. Retrievable by multiple, user specified, sections of the document.
3. Boolean logic capability for document retrieval.
4. Manipulation of incoming, outgoing, and stored documents.
5. Forward and backward paging through a retrieved document.
6. Deletion of multiple number of documents by criteria such as document date.
7. Document annotation.

C. Electronic Mail

1. Creation and editing of permanent distribution lists.
2. Automatic index of incoming queue for review by receiver.
3. Automatic confirmation of receipt.
4. Logical distribution of documents into user queues.
5. Schedulable automatic distribution to user.
6. Non-scheduled priority distribution at operator request.
7. Multi-point document distribution.

D. Data Management System

1. Formatted screen to support data input and output.

2. Query language with Boolean logic including a "contains" verb for character by character search.
3. Data validation, including table lookup, during input.
4. Exec language that allows individual tailoring of system functions.
5. Flexible report generation

E. Data Processing

1. Security system that provides read and write password protection on all functions, documents, and files.
2. Multi-Key ascending and descending sort.
3. File and volume utilities which provide create, delete, rename, and list functions.
4. High level programming language which allows manipulation of all file types on the system.
5. Workstation to workstation message communication.

- F. Comprehensive system security capability to support requirements set forth in the "Security Requirements for Automated Information Systems located in Overseas Installations."

III SYSTEM REQUIREMENTS

A. General

1. All System components TEMPEST certified.
2. Size, sound, and power compatible with the office environment.
3. Hardware architecture to facilitate least replaceable unit (LRU) maintenance.

5. Operate on either 50 or 60 cycle power, between 110-220 volts.
6. Operate between 50 to 90 degrees Fahrenheit at 20 to 80% relative humidity.
7. Workstations
 - a. Screen display size - 80x24, horizontal scroll to 132.
 - b. Screen display buffer - 8k bytes.
 - c. Locally programmable - 128k bytes or automatic paging.
 - d. Software trap and test on all keys.
 - e. Functions keys that can be loaded under program control.
 - f. Numeric key pad and cursor control keys.
 - g. Telecommunications options to allow use as an interactive terminal with remote host.
 - h. Multiple ports for connections with disk drives and printers.
 - i. Alternate character sets.
 - j. Support software required to implement all systems outlined in the functional requirements.
8. Disk/Diskette Storage
 - a. Removable media.
 - b. Media of common design to allow multiple suppliers.
 - c. Sharable by more than one processor or workstation.
 - d. Nonsealed disk packs.

9. Printer

- a. Impact type printing.
- b. Letter quality output on bond paper.
- c. Multiple fonts to include OCR-A and foreign alphabets.
- d. Printing speed of at least 40 CPS.
- e. Single sheet or form feed.
- f. Print width of 132 characters.

10. Central Processor

- a. Main memory sufficient to support multiprogramming of functional software and up to 24 simultaneous users.
- b. Able to support software required to implement all systems outlined in the functional support requirements.

B. Small Configuration

1. Disk Drives - sharable by all workstations. Multiple drives per configuration required for redundancy. Online capacity up to 80 MB each.
2. Printer - Two devices sharable by all workstations.
3. Workstations - 2 to 6.

C. Medium Configuration

1. Disk Drives - sharable by all workstations. Multiple devices per configuration required for redundancy. Online capacity up to 160 MB each.
2. Printer - 2 to 3 sharable by all workstations.
3. Workstations - 7 to 12.

D. Large Configuration

1. Disk Drives - sharable by all workstations. Multiple devices per configuration to provide redundancy. Online capacity up to 600 MB.
- B. Printer - up to 4 shared among workstations.
- C. Workstations - 12 to 24.

27 April 1981

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MEMORANDUM FOR:

FROM:

SG/ADB/AO

SUBJECT:

Market Survey of Tempest Approved
Office Information Systems

1. A market survey was conducted during March 1981 to determine the availability of Word Processing or Office Information Systems with Tempest Certification. This survey was intended to determine what, if any, systems are on the market which meet the specifications for both field and Headquarters installations as determined by the project design teams.

2. The criteria for evaluation included only the basic requirements in the following categories:

- . Environmental
- . Hardware
- . Software
- . Communications

The results of the survey concluded that, at this time, there are no vendors that can meet all of the design specifications on an available-for-delivery basis.

3. Following is a synopsis of what is on the market now as well as those systems which are scheduled for Tempest Certification testing in the immediate future.

a. Systems Currently Holding Tempest Certification

- . CPT 8000T w/printer
- . Delta Data 2768T
- . DEC VT100-X
- . Lexitron VT1202T/1303T/1000T
- . NBI 3000
- . Wang WP-20/25/30
- . Xerox 860T

b. Systems Undergoing Tempest Testing

- . Burroughs RIII Series
- . IBM Display Writer
- . Lanier

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TABLE I

Names of Corporations surveyed who currently market Office Information Systems:

Basic Four
7927 Jones Branch Drive Suite 100N
McLean, Virginia 22101
Telephone 734-2960

Burroughs Corporation (Craig Schmitt/Norman Taffit)
Office Automation Division
1300 North 17th Street, Suite 1000
Arlington, Virginia 22209
Telephone 558-5622

Compucorp
Omega Information Systems
6819 Tennyson Drive
McLean, Virginia 22101
Telephone 821-1260

CPT Corporation (Steve Wessel)
1010 Wisconsin Avenue
Washington D.C.
Telephone 337-2607

Digital Equipment Corporation (Pete Spaight/Jeff Sebring)
8301 Professional Place
Landover, Maryland 20785
Telephone 459-7900

Hazeltine (Bob Rupp)
1725 Jefferson Davis Highway
Arlington, Virginia
Telephone 892-1800

IBM Corporation (Andy Axelsson)
10401 Fernwood Road
Bethesda, Maryland 20034
Telephone 897-4438

Lanier (Ginger Ferson)
3900 North Fairfax Drive
Arlington, Virginia
Telephone 558-8400

Lexitron (Chuck Wineburger)
1700 North Moore Street
Arlington, Virginia 22209
Telephone 522-6060

TABLE I (cont.)

NBI Incorporated (Paul Egloff)
1901 North Moore Street
Arlington, Virginia 22209
Telephone 522-6515

Olivetti (Jack Perlow)
1768 Old Meadow Road
McLean, Virginia 22101
Telephone 356-0420

Wang Laboratories
1300 North 17th Street
Rosslyn Virginia 22209

Xerox (Ed Beacon)
1616 North Fort Myer Drive
Arlington, Virginia 22209
Telephone 527-6400

Some of the above companies are compiling further references of their Office Information System installations. These references will be on file in GA20 Hqs. and will be made available as they are received.

TABLE II

Corporations surveyed who now have Office Information Systems with distributed processing capability:

- °Digital Equipment Corporation
- °Hazeltime
- °IBM Corporation
- °Lanier
- °Lexitron
- °Wang Laboratories
- °Xerox

TABLE III

Partial listing of current users of above named systems:

Digital Equipment Corporation

Central Intelligence Agency

IBM Corporation (5520 System) (20 systems currently installed)

- Nuclear Regulatory Commission (Frank Malone)
Bethesda, District of Columbia, and Atlanta
- Justice Department
New York, District of Columbia
- Department of Agriculture (Food and Nutrition)
- Navy (Norfolk Navy Shipyard)

Lanier

- Department of Agriculture
- Navy, Bureau of Personnel

Lexitron

- U.S. Postal Service

Wang Laboratories

- Department of State
- Justice Department

Xerox

- Defense Intelligence Agency

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